**Volunteer Application Form**

|  |  |
| --- | --- |
| Name: | Name of employer: |
| Address: | Email address: |
| Work Telephone:  Mobile: | Over 18? |
| Have you been a volunteer before? If yes please give details, including training received. | |
| Why are you interested in volunteering for Social Ark And what do you hope to gain from volunteering with us? | |
| What kind of volunteering are you interested in doing for Social Ark? *(There are many ways you can get involved with us including supporting the Social Ark team with expert skills, corporate mentors/specialist mentors for our young people, expert facilitators to run workshops on our programme etc)* | |
| Please tell us about any other experience or skills that you feel is relevant to this voluntary position. Do include interests and hobbies as well as work experience as these may help when matching you to your mentee. | |
| If you are interested in becoming a mentor for one of our young people, can you commit to meeting your mentee **a minimum of** once per month over 12 months?  I am sure I will be able to offer this commitment  I would like to discuss this further before proceeding with my application | |

**Next of Kin**

In case of an emergency, please provide the details of a next of kin/person we can contact.

|  |  |  |
| --- | --- | --- |
| Name: | Phone: | Relationship to you: |
| Email: |

**Referees**

Please give details of two individuals willing to provide references.Referees must not be related to you.

|  |  |
| --- | --- |
| Name: | Name: |
| Role/Position: | Role/Position: |
| Address | Address |
| Tel No. | Tel No. |
| Email Address | Email Address |
| How long have you known them? | How long have you known them? |

**Data Protection**

You have the right to know how we use your personal information. It is important that you read the information below before you sign:

All volunteers of SA should be aware that by providing the information contained within this form, you consent to SA holding this information confidentially for the purpose of processing your application, monitoring the effectiveness of our programme and the efficiency of our procedure. You should also be aware that we will need to share this information with other organisations who are directly involved with this programme.

**Declaration**

I confirm that the information given on this form is, to the best of my knowledge, true and complete and that I am over 18 years of age. Any false statement may be sufficient cause for rejection or dismissal. I understand that I am not applying for a paid position, and I agree to abide by the core values and policies of Social Ark.

If I am selected as a volunteer for Social Ark, I agree to provide photographic proof of my identity. I also agree to a Disclosure and Barring (DBS) check if applicable. (A criminal conviction will not necessarily exclude you from participating in the work of Social Ark.)

I give my permission for this data to be processed in accordance with the Data Protection Act (1998).

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Criminal Convictions Form**

Social Ark is committed to employing a diverse workforce and ensuring equal opportunities for all. Since all staff working or volunteering for Social Ark may at some point come into contact with vulnerable adults and children we have a policy that everybody should be checked by the Disclosure and Barring Service (DBS) – previously known as CRB. All posts, whether paid or voluntary, are exempt from the Rehabilitation of Offenders Act (1974) and so all criminal convictions, including those considered as spent need to be disclosed. Please complete the form below and return it with your application.

Having a criminal conviction will not necessarily exclude applicants from becoming volunteers, indeed applications from ex-offenders are positively encouraged but all convictions will need to be taken into consideration.

If you have any questions about completing the form, please email us at [info@socialark.co.uk](mailto:info@socialark.co.uk)

**Rehabilitation of Offenders Act 1974**

The post for which you are applying carries exempt status under the provisions of the Act regarding “spent” convictions. You are therefore required to declare below any convictions (including bind-overs and cautions) you have had regardless of whether or not the time limit has elapsed.

|  |
| --- |
| Have you ever been convicted of a criminal offence? Yes  No  Are there any alleged offences outstanding against you? Yes  No |
| If **YES** to either, please give details below. Failure to disclose any information relating to criminal convictions may disqualify your application or result in withdrawal from the programme without notice. |

I declare that the information given both on this form and the attached equal opportunities monitoring form is true and correct. I understand that any false or misleading information, or omissions of information concerning canvassing or criminal convictions, may disqualify my application or may render my Contract of Employment, if I am appointed, liable to termination.

**Data Protection**

If I accept employment with Social Ark, I consent to my personal information being held by the organisation for the administration of my Contract of Employment.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Equality and Diversity Monitoring Form**

**General Guidance**

Everyone is unique owing to differences in age, gender, ethnic origin, religion, sexual orientation, ability etc. Social Ark aims to treat these differences positively, recognising that diversity creates a strong, flexible and creative workforce.

Social Ark has a statutory duty to collect the information you provide on this form and it will assist us in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably.

**Personal Information**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Full Name:** |  | | | | | | | | | | | |
| **Post/Role applied for:** |  | | | | | | | | | | | |
| **Date of Birth:** | **D** | **D** | **/** | **M** | **M** | **/** | **Y** | **Y** | **Y** | **Y** | **Age:** |  |
| **Gender:** |  | | | | | | | | | | | |

**Ethnic Origin**

This is the origin of your family rather than your nationality. For example, you could be British and your ethnic (family) origins could be any of the ones listed opposite, or a combination of them, or something more specific. Please identify your ethnic origin either by ticking ONE of the boxes on the right or by giving your own description.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **White** | |  | **Black or Black British** | |
| English, Northern Irish, British, Welsh, Scottish |  |  | Black Caribbean |  |
| Irish |  |  | Black African |  |
| Romany, Gypsy or Irish Traveller |  |  | Any other Black background\* |  |
| Any other white\* |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Mixed** | |  | **Asian or Asian British** | |
| White and Black Carribean |  |  | Indian |  |
| White and Black African |  |  | Pakistani |  |
| White and Asian |  |  | Bangladeshi |  |
| Other mixed background\* |  |  | Other Asian background\* |  |

|  |  |
| --- | --- |
| **Other Ethnic Group** | |
| Chinese |  |
| Arab |  |
| Any Other\* |  |

|  |  |
| --- | --- |
| \* Other, please state |  |
| Prefer not to state |  |

**Sexual Orientation**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Heterosexual |  | Lesbian |  | Gay |  | Bisexual |  |
| Other, please state | |  | | Prefer not to state | |  | |

**Religion/Belief**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Buddhist |  | Hindu |  | Jewish |  | Muslim |  |
| Christian |  | Athiest |  | Prefer not to State |  | None |  |
| Other Religion/Belief: | | | | | | | |

## Disability Guidance

Where an applicant has a disability and they meet the essential criteria of the post they are automatically shortlisted for interview. This positive action helps ensure people with disabilities get their fair share of jobs.

If you consider yourself to be disabled please let us know. We would appreciate advice on help we can give to enable you to attend, or participate in the interview. At the interview you will be asked if you have any disability which would affect your ability to do the job, and, in compliance with the Disability Discrimination Act 1995, you will be asked what reasonable adjustments we might arrange to assist you.

|  |  |
| --- | --- |
| Do you consider yourself to have a disability? (Yes/No) |  |
| If so, please describe your disability. | |
| If you need any assistance to attend or participate in the assessment process, please give details: | |

I consent to the data on this form being retained and processed for statistical purposes to assist Social Ark in the monitoring of equal opportunities.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_